



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>TIMEKEEPING</b>	POLICY NO. <b>612.2</b>	EFFECTIVE DATE <b>5/1/91</b>	PAGE <b>Page 1 of 3</b>
APPROVED BY: <b>original signed by:</b> <b>FRANCIS DOWLING</b> Director	SUPERSEDES <b>N/A</b>	ORIGINAL ISSUE DATE <b>5/1/91</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 To establish uniform procedures and guidelines to be followed by all employees within the Department of Mental Health (DMH) when recording, approving, and submitting time records. "Time records" as used throughout this policy include, but are not limited to, the employee's timecard, Request for Overtime or Time Off (ROTO) forms, Timecard Adjustment forms, and Weekly Absence Reports (WAR) for daily reporting of daily variances.

### POLICY

- 2.1 It is the policy of the DMH to ensure the integrity of the payroll and personnel functions relating to timekeeping, using procedures that are in compliance with the County Code and with the County Fiscal Manual.
- 2.2 The Department requires that all employees follow and adhere to timekeeping and time record procedures that may be issued from time to time by the Department's Personnel Bureau.
  - 2.2.1 Among these procedures is the Time Reporting, Timecard Preparation and Timekeeping Procedures Manual that was issued and became effective on March 1, 1991.
  - 2.2.2 Each DMH employee is required to be familiar with the Manual contents and to follow the procedures and any subsequent amendments therein.
  - 2.2.3 All procedures regarding Timekeeping issued by DMH Personnel Bureau are included within this Policy by reference.

### RESPONSIBILITY

- 3.1 The Employee
  - 3.1.1 Each DMH employee is responsible for the accurate and timely completion of time records for submission to his/her Supervisor.
  - 3.1.2 The employee is responsible for notifying his/her Supervisor of any needed changes to time records of a previous submission.



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3.1.3 The employee is also responsible for reporting to the Supervisor any and all absences in the manner as established by the Supervisor, consistent with the Timekeeping Manual, County Code, and County Fiscal Manual.

### 3.2 The Supervisor

3.2.1 The Supervisor is responsible for instructing each employee on time reporting requirements specific to the employee's work area.

3.2.2 The Supervisor will review time records for accuracy and completeness before signing.

3.2.3 If the Supervisor needs to change an employee's timecard, he/she will ensure that the employee is informed of such change.

### 3.3 The Unit Timekeeper

3.3.1 A Unit Timekeeper will be assigned within each DMH pay location to maintain a Master Timecard for each employee within that location. The Pay Location Manager will notify the Personnel Bureau Payroll Supervisor of any changes in the person assigned to this function.

3.3.2 Among other responsibilities, the Unit Timekeeper will maintain timekeeping records at the pay location in the manner specified in the DMH Timekeeping Manual.

3.3.3 The Unit Timekeeper will reconcile pay location records with those of the DMH Personnel Bureau Payroll Unit, in the manner and frequency indicated in the Timekeeping Manual.

3.3.4 The Unit Timekeeper will attend training sessions as arranged by the DMH Personnel Bureau.

### 3.4 DMH Personnel Bureau

3.4.1 DMH Personnel Bureau is responsible for providing training at least annually for all Unit Timekeepers. Update sessions will be scheduled as needed to cover new procedures.

3.4.2 DMH Payroll Unit staff will provide information to DMH Timekeepers, Supervisors, and Managers in a timely manner to respond to timekeeping related issues.

3.4.3 Payroll staff will work with Unit Timekeepers to reconcile pay location time records with Payroll Unit information.



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### **AUTHORITY**

Los Angeles County Code  
Los Angeles County Fiscal Manual

### **REFERENCE**

Los Angeles County Department of Mental Health Time Reporting, Timecard Preparation, and  
Timekeeping Procedures Manual issued 3/1/91